

**NOTICE FOR THE SELECTION OF PERSONNEL WITH PERMANENT CONTRACT OF  
LOCAL LAW AT THE FOREIGN OFFICE OF CAIRO  
OF THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION (AICS)**

**CALL CODE: 05 / EG / CAIRO / 2021**

**Profile: AUXILIARY DRIVER / MESSENGER**

GIVEN the Presidential Decree n. 18/1967, title VI part two;

GIVEN Law 125/2014 and, in particular, art. 19, paragraph 6;

GIVEN art. 26 paragraph 2 of Ministerial Decree 113/2015 containing the AICS Statute;

WHEREAS the local staff referred to in Article 19, paragraph 6, of 125/2014 is intended to carry out the operational tasks of the offices abroad;

that for the determination of the remuneration to be paid to such personnel, reference is made to Article 157 of Presidential Decree 18/67 for employees hired under contract by diplomatic representations, consular offices and cultural institutes;

GIVEN the determination n. 227 of 23 July 2019 containing the insolvency procedures for the personnel to be recruited;

**AICS CAIRO  
MAKES YOU KNOW**

that a selection procedure is launched for the recruitment of 1 Driver based at AICS Office in Cairo (Egypt), with a permanent contract according to the types provided for by current legislation for the start of the assignment scheduled for April 2021.

**1. CONTENTS AND PURPOSE OF THE ASSIGNMENT**

**Professional position required:** AURILIARY - DRIVER/MESSENGER

**Place of work:** CAIRO

**Type of contract:** AUXILIARY - Permanent contract required by the local legislation of the country.

**Compensation:** Contract based on the Egyptian Law and remuneration up to available budget.

**Start of assignment:** April 2021.

**Description of the assignment: THE AURILIARY - DRIVER/MESSENGER:**

- 1) She/he is in charge of driving vehicles for the transport of people and goods, must be in possession of the appropriate qualifications, and takes care of their efficiency and cleanliness of the vehicle.
- 2) Carries out simple office activities to support other professionals in the sector of use
- 3) Provides the antechamber services, by welcoming and directing the public.
- 4) Provides for the collection, distribution and delivery of packages and correspondence.
- 5) Drives official staff in case of field missions or official visits;
- 6) Delivers and collects mails, documents and other items and, assists as required, performs tasks related to logistics;
- 7) Performs minor repairs and arranges for professional repairs to ensure that the vehicle is safe and in good conditions.
- 8) Manages logistics of official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
- 9) Performs other duties as required.

## 2. REQUIREMENTS FOR ADMISSION

### 2.1 Minimum essential requirements

The personnel to be recruited must be in possession of the following minimum essential requirements on the expiry date of the deadline for the submission of applications:

- 1) Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years);
- 2) Be physically and medically fit to carry out the duties envisaged;
- 3) Be resident in the country where the Office is located or transfer it within the terms of the law after signing the employment contract;
- 4) Possess a residence permit (only for candidates of citizenship other than that of the country of service);
- 5) Have obtained a primary school license or equivalent, or High School Diploma (level 5 European Qualification Framework EQF). Other degrees (level 4 European Qualification Framework EQF) may be accepted when matched with highly qualified professional experiences as a driver in Egypt;
- 6) Be in possess of a valid Egyptian driving license for vehicles;
- 7) Have documented professional experience of at least 5 years drive of which at least 4 years of experience working with International organizations/ Embassies, governmental and/or non-



- governmental aid bodies as driver;
- 8) Intermediate English user (B1 Level - Common European Framework of Reference);
  - 9) Proficient in written and spoken Arabic (C1 Level - Common European Framework of Reference);
  - 10) Intermediate User in the use of GPS (es. google maps);
- a) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency of his services.

## 2.2 Preferred requirements

The following will constitute the preferred qualification for the position:

1. Driving licenses additional to the minimum requirement indicated in point 2.1.6 above;
2. Beginner Italian user (A2 Level - Common European Framework of Reference);
3. Previous work experience at the Directorate General for Development Cooperation and / or the Agency Italian for Development Cooperation;
4. Previous experience with EU/UN funded projects, driving services.
5. Previous experience on procedures for vehicle clearance and transfer of ownership;
6. Previous experience in logistic support.

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae will be considered only from the experience strictly related to the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.

## 3. HOW TO APPLY

The applications must include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template (**Attachment I**);
2. Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data;
3. Dated and signed motivation letter in English;
4. Copy of valid passport;
5. Copy of valid driving license for vehicles.

Any false declaration will incur in penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The applicants shall also provide a telephone number and an email address for communications and must notify AICS Cairo of any change occurred after the submission of the application.

The applications duly dated and signed, and in non-editable pdf. format, should be submitted to the following email address: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it) by 25<sup>th</sup> March 2021 at 11.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference 05/EG/CAIRO/2021.

Please note that only complete applications (including documents 1, 2, 3, 4 and 5) received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

#### 4. EXCLUSION FROM SELECTION PROCEDURES

The following will determine exclusion from the selection procedure:

- a) Applications lacking any of the essential eligibility requirements;
- b) Applications received after the deadline stated in this announcement and using forms others than those provided for in this announcement;
- c) Applications documents not signed.

#### 5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the Head of AICS Office in Cairo assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, the Head of AICS Office appoints a Selection Committee composed of three members, who meet the requirements for autonomy and impartiality with respect to the candidates. The committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

##### **QUALIFICATIONS ASSESSMENT (Max 50 points)**

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.



Education - up to 10 points:

- 6 points for the education qualification superior to what requested as minimum requirements– ref. 2.1.5.
- 2 points for additional driving licenses for a max. 4 points - ref. 2.2.1.

Language skills - up to 10 points:

- English: 4 points for B2 or higher– ref.2.1.8.
- Arabic: 2 points for C2 – ref.2.1.9.
- Italian: 4 points for B2 or higher - ref. 2.2.2.

Professional experience – up to 10

- 1 point for each semester of experience superior to what requested in point 2.1.7
- 1 point for each semester of experience superior to what requested in point 2.1.8

Assessment of preferred requirements – up to 10 points

- 2 points for each year of professional experience at the Directorate General for Cooperation at Development and / or the Italian Agency for Development Cooperation for a maximum of 4 points - ref.2.2.3.
- 1 point for each year of previous experience with EU-funded projects and related procedure for vehicle clearance and transfer of ownership for a maximum of 2 points – ref.2.2.4.
- 1 point for each year of professional experience carried out in the country indicated in this vacancy notice for a maximum of 2 points - ref. 2.2.5.
- 1 point for each year of previous experience in logistic support for a maximum of 2 points – ref. 2.2.6.

INTERVIEW (Max 30 points)

Only candidates scoring minimum 30 points under “QUALIFICATION ASSESSMENT” will be included in the shortlist and invited for an interview. However, the committee reserves the right to invite for an interview only the first 3 candidates according to the provisional ranking list. The interview may take place via video conference. The interview shall be held in the languages indicated in the call for applications and shall assess the applicant’s knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate’s profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

DRIVING EXAM (max 20 points)

Only candidates scoring minimum 48 points between QUALIFICATION ASSESSMENT and INTERVIEW will be invited for a driving test with a representative from the Italian Agency

for Development Cooperation.

#### Final scoring

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates.

### 6. RESULTS OF THE SELECTION

Only the short-listed candidates for interview will be informed via of the results of the selection process. The candidate with the highest score in the final list is offered the position via email. The final list remains valid for the three years from the date of publication and can be used, at the request of the office after approval by the Deputy Legal-Administrative Director of the Agency, in case of need to scroll from the same office or from other offices. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the final list - if the necessary financial resources are available. In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on AICS and AICS Cairo Office websites.

### 7. PROTECTION OF PRIVACY

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process. The head of AICS Cairo office is responsible in relation to personal data handling.

### 8. SUSPENSION AND PROTECTION CLAUSES

Without prejudice to the possibility of revoking the call for reasons of expediency connected to the organizational or financial needs of AICS. The AICS Cairo office reserves the right not to proceed with the assignment in relation to the lack of candidates in possession of adequate requirements or the availability of financial resources to cover the courses of the assignment.

Cairo, 25.02.2021

Head of AICS Cairo

Martino Meli

